

The Township has approximately 3091 line items including commercial, apartments, vacant, residential & exempt entities. Responsibilities include, but not limited to: Determine the value of real property. Evaluate & supervise inspections of real estate properties including new construction & demolition. Inspect and examine sales and deeds. Examine and process abatement and exemption applications. Check and process Senior Citizen and Veteran Deduction applications. Process and implement added assessments. Tax Appeal preparation and valuation. Prepare accurate & informative reports (as requested) & establish & maintain suitable records & files. Provide information and assist the public. Update and maintain assessment files, certified 200 ft lists. Experience: 5+ years of successful municipal experience. Defense of appeals concerning County Tax Board and State Tax Courts. Knowledge of/experience with Micro Systems Software. NJ Tax Assessor Certification required Send resume, cover letter & salary requirements to the address indicated below (or) email [dhrebenak@mansfieldtownship-nj.gov](mailto:dhrebenak@mansfieldtownship-nj.gov) Attention: Dena Hrebenak, RMC 100 Port Murray Road, Port Murray, NJ 07865